

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
November 4, 2019

**MINUTES**

**Members in Attendance:** Susie Glasgow (Chair), Daryl Bishop, Lloyd Gregg, Nancy Heller.

**Members Absent:** Paula Just, Mike Menyhart

**Staff in Attendance:** Judy Blanchard, Jennifer Lasser, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

**Guests:** None

Susie Glasgow called the meeting to order at 4:00pm.

**Public Comments:** There was no public comment.

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for August 5, 2019 made by Daryl Bishop and seconded by Nancy Heller. Motion passed unanimously.

**Discussion/Information Items:**

President's Report

Ms. Murphy reported on the following:

Federal/State Workforce Focus & Florida's Workforce Development Council's Legislative Agenda

- Department of Labor is currently focusing on pre-apprenticeship, apprenticeship, industry recognized apprenticeship programs (IRAPS), and opioid recovery efforts.
- Florida's focus is on workforce education. Florida is currently 24th in the nation in workforce and the Governor wants to be first in the nation by 2030. The local Chambers have similar goals in that they are pushing 2 and 4 year degrees and workforce certifications. CSB is looking at ways to build the workforce and not just "buy it". Two examples of this are Lockheed Martin who are building their own employees and SpaceX who are working with CSB's Aero-Flex Program to train their own workforce.
- FWDA's 2019 Legislative Agenda is supported by 23 of the 24 local workforce boards. Items of focus include Florida Skills Allocation utilizing Unemployment Compensation funds, full funding of the Sadowski Act (affordable housing), apprenticeship legislation, and creating a single source database for new graduates.

Status of Florida's Workforce

- The Gainesville workforce board has been determined to be out of compliance by Department of Economic Opportunity (DEO) and has been given 30 days to comply with their requests otherwise DEO could suspend the Board's federal funding or decertifies the Board as a few of the options they are considering.
- The Department of Labor (DOL) has stated that the DEO's response to their report on the Tampa/St. Pete Workforce investigation was insufficient with all findings unresolved.

### Melbourne Chamber of Commerce Board Membership

- A CSB Board Member volunteer is being sought to sit on the Melbourne Chamber's Board of Directors as an ex officio member. Daryl Bishop has served on the Board and plans to resign his seat in January 2020. The Chamber meets one morning per month and staff will provide workforce updates to share at the meetings. Daryl said that this is a very active board with lots of networking opportunities. He also said that this is a great opportunity to educate the board on what CSB does. Susie Glasgow agreed to volunteer if staff could not find anyone else.

### New Budget Format

In preparation for the upcoming board member orientation session, CSB staff reviewed the new quarterly financial report format which is consistent with the one used in the upcoming board orientation training. This improved format displays budgeted revenue, budgeted expenditures, and actual expenditures for each major funding stream, as recommended by the external monitors. It also provides a comparison of actual indirect costs with those recovered from the federally negotiated indirect cost rate, and shows current funding surplus or deficit. There was discussion on CSB's annual budget which has almost doubled since the last meeting due to an additional \$7.5 million from the Hurricane Irma grant.

### Governance/Finance Committee (GFC) Update

Marci gave an update on the GFC which had met earlier in the day. Items reviewed at the meeting included audit/monitoring, finance policy updates, new budget format, Melbourne Chamber Ex Officio Member, Financial Reports and a business seat vacancy on the board.

### Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board. Staff reviewed the Moore Outreach Plan, Hurricanes Matthew, Irma and Dorian, FloridaMakes, Aero-Flex Pre-Apprenticeship, Ticket to Work, Tobacco Free Florida, Healthcare Sector Strategy, and Wells Fargo grants.

### **Adjournment:**

The meeting adjourned at 4:51pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

11/12/2019  
Date

(signature on file)  
Susie Glasgow

11/12/2019  
Date